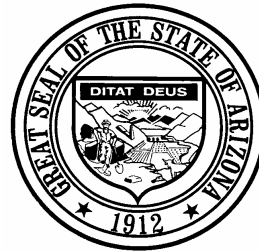


Judicial Project Investment Justification

*A Statewide Standard Document for Information Technology Projects
for the Arizona Judicial Branch*

Tempe Municipal Court: Case/Financial Management System Development



Version 1.0

Prepared by:

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<i>Court</i>	<i>Tempe Municipal Court</i>
<i>Date</i>	<i>July 16, 2004</i>

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Section I. Business and Technology Assessment

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<i>Project Investment Name</i>	<i>Date</i>
Tempe Municipal Court: Case/Financial Management System Development	July 16, 2004

A. Management Summary

The Tempe Municipal Court's current case management system operates on a HP e3000 server which Hewlett Packard will cease to support in the near future. The current case management system is a legacy application written in COBOL. The initial development of the system began in 1991 with significant system enhancements occurring regularly during the past eight years.

Initially, the Court intended to migrate its application from the HP e3000 to a HP 9000 with a UNIX operating system. After further analysis, the Court planned a migration involving Windows servers and a .NET solution using a development tool to migrate existing COBOL code into COBOL for .NET. This solution offers many direct benefits to the Tempe Municipal Court but is not written in a preferred programming language as articulated in the *Arizona Judicial Branch Enterprise Architecture Standards* adopted by the Commission on Technology (COT) on January 9, 2004 and later codified in *Arizona Code of Judicial Administration 1-505* (as adopted by Administrative Order 2004-18, effective March 18, 2004).

Tempe Municipal Court demonstrated its current application to representatives of various courts on February 17, 2004, and according to written feedback from those participants, most felt the system was highly functional, efficient, and had strong case management and financial capabilities.

During an extensive evaluation process in preparation for the Court's intended system migration the Court was approached by representatives of both Maricopa County Superior Court and the Administrative Offices of the Courts (AOC) and explored potential partnerships with each entity.

The Tempe Municipal Court is pursuing a migration path, with the application to be written in Visual Basic.NET operating on Windows 2000 servers and an SQL database, which not only meets its needs, but will result in a case and financial management system that may have utility for other limited jurisdiction courts. The potential migration path involves significant consultation with AOC personnel and was endorsed, in concept, by the Court Automation Coordinating Committee (CACC) at its May 24, 2004 meeting. The CACC received a project update during a June 29, 2004 meeting, in anticipation of the Tempe Municipal Court's *Judicial Project Investment Justification* (JPIJ) that will be presented to the Committee on July 22, 2004. Formal approval of the JPIJ, and an associated funding request to offset some programming resource costs, will be under consideration by the Commission on Technology on August 2, 2004. The entire project is expected to take 18-24 months to complete.

Is this project mandated by law, court case or rule? No.
Cite the requirement, ARS Reference or Court Case:
<i>Enterprise Architecture Standards</i> have been adopted by Court Rule ACJA 1-505 (Appendix A)

B. Proposed Changes and Objectives, “To Be”

The goal of the proposed project is to develop a case and financial management system to replace the Tempe Municipal Court’s current application. This effort would move the Tempe Municipal Court from its present COBOL/Hewlett Packard Turbo Image implementation to a system utilizing Visual Basic.NET/Microsoft SQL Server. In this process, the Court’s present application would be re-architected to a component-based, multi-tiered design with a graphical user interface (GUI) to be developed as a replacement for the application’s existing character-based user interface. The user interface would completely accommodate either keyboard or mouse navigation.

The Tempe Municipal Court’s current application, including all current functionality, would serve as a baseline for initial deployment of the proposed case/financial management system development. Additionally, it is anticipated that the initial deployment would include some enhancements, like improved calendaring functionality, specialized electronic disposition reporting to the Arizona Department of Public Safety, nightly export of information to the state judiciary’s data warehouse, and the ability to integrate with the FARE project.

C. Existing Situation and Problem, “As Is”

The Tempe Municipal Court’s original migration path, as articulated in its *Court Information Technology Strategic Plan* dated March 2004, was to move from the current HP e3000 platform using migration tools to operate on an HP 9000 server or to write in COBOL for .NET. Either plan has direct benefits to the Tempe Municipal Court given that Hewlett Packard has announced that it will soon end support for the HP e3000 server. The main problem confronting the Tempe Municipal Court is that it will lose vendor support for its existing server. Other concerns include the fact that the Tempe Municipal Court’s application is written in COBOL, which may become increasingly difficult to support and further develop, as this programming language is not considered to be mainstream when one compares it to other programming languages. Finally, while the Tempe Municipal Court’s current case management system is robust in its functionality; it can be argued that the Court is using “old” technology. This is a fair criticism given that development of the existing application began in 1991, however, this application has proven to be flexible and stable, thus far.

D. Proposed Technology

The proposed case/financial management system development will utilize the following technologies, all of which conform to *ACJA 1-505*:

- | | |
|----------------------------------|----------------------------------|
| • Object Modeling/Code Generator | Visible Developer |
| • Programming Language | Visual Basic.NET |
| • Database | SQL with Windows
2000 servers |
| • Report Writer | Crystal Reports v. 10 |
| • Data Exchange | Websphere MQ |

Messaging in XML
Format using JXDD
standard tags

There are many advantages to the proposed technology. It is estimated that nearly 85 percent of the VB.NET code can be written using Visible Developer. While the Court remains cautiously optimistic on these estimates, there are concerns that few people have extensive knowledge using this code generating tool. It is anticipated that with further familiarization with the tool set, programming staff will become skilled with Visible Developer. The Tempe Municipal Court does not anticipate having any difficulty in contracting with programmers that have skills in writing VB code within a .NET environment. Crystal Reports is a fairly common report writer and Court staff is already well-versed in using Crystal Reports v. 8.5/Enterprise Edition. City of Tempe IT staff is currently analyzing the possibility of also using Crystal Reports as a forms generator. Currently, all data transmission by the Court occurs through various file transfer protocols (FTP) and there is significant benefit in utilizing a data exchange like Websphere's MQ Messaging.

Enterprise Architecture (EA) Technology Domain Definitions	Project EAS Conformance (Yes/ No)	Explanation
Network: Defines policies and standards for the State's communications infrastructure, which includes the various topologies and protocols necessary to facilitate the interconnection of server platforms, mainframes, intra-building and office networks (LANs), and inter-building and mall/campus networks (WANs).	Yes	
Security: Identifies security technologies, policies, and standards necessary to protect the information assets of the State and to ensure isolation and confidentiality of information, integrity of data, and the availability of IT resources to the State's workforce and citizens, as appropriate.	Yes	
Platform: Defines policies and standards for IT devices and associated operating systems, which include mainframes, mid-size computers, servers, storage devices, client platforms (PCs, workstations, PDAs, telephony, etc.).	Yes	
Software/Application: Defines policies and standards for software applications, application development tools, productivity software tools, etc.	Yes	
Data/Information: Defines policies and standards for the organization of information related to citizens, locations, and objects the State must collect, store, maintain, and access.	Yes	

E. Major Deliverables and Outcomes

In addition to the *Proposed Changes and Objectives* listed in Section B, Tempe Municipal Court staff is working closely with staff from the AOC. This is being done to better ensure that the application under development will have the potential to be part of a statewide deployment, should such actions be ultimately agreeable to both the AOC and other limited jurisdiction courts. As such, the AOC has been involved extensively in the database design. The database, which is currently under development, has been constructed in such a way that the design allows for a great deal of functionality and future enhancements that currently

appear to be beyond the scope and needs of the Tempe Municipal Court. AOC staff's role in the development project includes the design of conceptual and physical data models, database security, navigation, potential user interface standards and conventions, control table conceptualization, and structural considerations to allow for future integration with FARE – all in consultation with Tempe Municipal Court staff. Tempe Municipal Court staff is responsible for funding of the proposed project, the actual user interface, the development environment and infrastructure, program specifications, business processes and accompanying logic, application development, application implementation and data conversion, associated system testing, the operating environment and infrastructure, and user training. Furthermore, the proposed case/financial system is expected to have an On-line Help function and a related technical manual to include documentation of all business processes and associated business logic.

F. Roles and Responsibilities

Project Sponsors:

Louraine Arkfeld, Presiding Judge, Tempe Municipal Court
Rick Rager, Deputy Court Manager/Automation Manager, Tempe Municipal Court
Karl Heckart, Chief Information Technology Officer, Administrative Office of the Courts

Project Management:

Harvey Lowe, System Analyst, Administrative Office of the Courts

Business Analysis:

Bill Strout, Business Analyst, City of Tempe, Information Technology

System Architecture:

William Earl, Chief Architect, Administrative Office of the Courts

Data Base Development:

Fred Prose, Information Technology Consultant, Administrative Office of the Courts (contract)

Applications Development:

C. Danny Pugh, Lead Programmer, City of Tempe, Information Technology (contract)
Wendell Allen, Senior Programmer Analyst, City of Tempe, Information Technology
To be hired, Lead Programmer (contract)
To be hired, Lead Programmer (contract)
Under consideration for hire, Visible Developer/Programmer (contract)

User Input:

Carla Davis, Court Services Supervisor, Tempe Municipal Court
Jennifer Dubois, Court Services Supervisor, Tempe Municipal Court
Jacque Frusetta, Court Services Supervisor, Tempe Municipal Court
Christy Slover, Court Services Supervisor, Tempe Municipal Court
Jeanette Wiesenhofer, Court Services Supervisor, Tempe Municipal Court

G. Other Alternatives Considered

As previously mentioned, the Tempe Municipal Court considered using migration tools, like AcuCOBOL to operate its application on an HP 9000 or Fujitsu's COBOL for .NET to operate on Windows servers; both of which options were extensively analyzed by City of Tempe Information Technology staff. These two options were anticipated to cost considerably less than the proposed case/financial management system development. Estimates were that only about 35 percent of code would have needed to be rewritten. Furthermore, the technology skill set within the City of Tempe's Information Technology Department is predominantly HP/Unix environments with code being written in COBOL. As noted, this effort would have been quite beneficial to the Tempe Municipal Court; however, such an approach would not have been in conformance with current Enterprise Architecture Standards in ACJA 1-505. Furthermore, this effort would have likely been more of a short-term solution and would not have leveraged certain technology opportunities, nor would it have great utility for other courts. Such an alternative would have culminated in an application that would have been solely for the Tempe Municipal Court.

Another option, simply put, is to do nothing. The Tempe Municipal Court could continue to operation its current legacy application on the HP e3000, in hopes of procuring support from some third party vendor. It's reasonable to assume that if Hewlett Packard ceases support of the servers, that some vendor will fill the support void, given that there are many entities using HP 3000 servers. It is also possible to buy existing HP 3000's and "cannibalize" them for parts in an effort to repair existing server components should they become damaged or otherwise inoperable. To do nothing, is not a viable option because the approach introduces too much uncertainty. The Tempe Municipal Court is a high-volume limited jurisdiction court (the fourth largest municipal court in the state based on total annual filings) and can ill-afford to have any system down time for even a limited duration. A court with this size volume and low staffing patterns cannot adequately serve the public using manual processes.

H. Summary Project Management Plan

The Project Management Timeline can be found in Appendix B. The plan has greater specificity in the first 60-90 days. The overall plan is expected to be modified throughout the duration of the project without significant impact to the expected completion time of 18-24 months. A Proof of Concept (POC) using the Violation Code tables will be initiated in the next few weeks. The POC is intended to model the development environment, test the management approach, and assess the use of Visible Developer as a code generator in order to compare those results with estimated timelines. The acquisition of VB.NET programmers remains a crucial milestone and is at the core of a \$250,000 funding request to the COT. The project team must be judicious in the use of the programming resources and effectively time their integration into the overall project for maximum benefit.

Section II. Public Value and Benefits

A. Value to the Public

DESCRIPTION OF PROJECT BENEFITS: VALUE TO THE PUBLIC

The ability to input, maintain, and retrieve data is paramount to efficiently and effectively serving court customers. A case management system is at the core of that process. The Tempe Municipal Court has utilized and enhanced its current case management system for over 13 years. The proposed case/financial management system will employ current technologies and allow staff to continue to serve the public in this large volume court with one of the highest case filings per staff person in the Phoenix-metropolitan area. The proposed project, once completed, will support operations for many years to come and thus enable the Court to accomplish its Mission: “To contribute to the quality of life in our community by fairly and impartially administering justice in the most effective, efficient, and professional manner possible.”

B. Benefits to the State and Local Judiciary

DESCRIPTION OF FINANCIAL AND INTANGIBLE BENEFITS

The proposed project offers a direct benefit to the Tempe Municipal Court, however, upon completion the application also has potential utility for other courts as a possible replacement to the current AZTEC system. The case/financial management system is being designed by and for the Tempe Municipal Court in consultation with others and thus, the database structure and coding will enable the application to be used beyond Tempe’s borders. The Tempe Municipal Court is requesting \$250,000 in COT funding to offset costs for VB.NET programmers. This funding can be considered an investment in the future of not only Tempe Municipal Court by the entire judiciary. The successful completion of the project will result in an application that has the potential for use in all limited jurisdictions. The requested funds are much less than the costs of purchasing and implementing a case management system through a third party vendor.

Section III. Financial Assessment

A. Development Costs

Fiscal Year						
Description	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Total*
The number of FTE and third-party positions						
1. IT FTE Positions	2.5	2.5	N/A	N/A	N/A	(Do not use)
2. User FTE Positions	3.75	3.75	N/A	N/A	N/A	
3. Professional and Outside Positions	2.0	2.0	N/A	N/A	N/A	
4. Total Positions *	8.25	8.25	N/A	N/A	N/A	
The development costs in thousands (\$000)						
5. IT FTE COST (Include ERE)	238	238	N/A	N/A	N/A	
6. User FTE COST (Include ERE)	228	228	N/A	N/A	N/A	
7. IT Services (Professional and Outside Cost)	250	100	N/A	N/A	N/A	
8. Hardware	56	5	N/A	N/A	N/A	
9. Software	76	0	N/A	N/A	N/A	
10. Communications	0	0	N/A	N/A	N/A	
11. Facilities	0	0	N/A	N/A	N/A	
12. Licensing and Maintenance Fees	25	21	N/A	N/A	N/A	
13. Other	0	0	N/A	N/A	N/A	
14. Total	873	592	N/A	N/A	N/A	

* Items 1 through 3 are included in *Section I. F. Roles and Responsibilities*.

B. Operating Costs

Fiscal Year						
Description	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Total**
The number of FTE and third-party positions						
1. IT FTE	0	1.0	1.0	1.0	1.0	(Do not use)
2. User FTE	0	0	0	0	0	
3. Professional & Outside Positions	0	0	0	0	0	
4. Total Positions *	0	1.0	1.0	1.0	1.0	
The operating costs in thousands (\$000)						
5. IT FTE COST (Include ERE)	0	78	81	83	86	
6. User FTE COST (Include ERE)	0	0	0	0	0	
7. IT Services (Professional and Outside Cost)	0	0	0	0	0	
8. Hardware	0	0	0	0	0	
9. Software	0	0	0	0	0	
10. Communications	0	0	0	0	0	
11. Facilities	0	0	0	0	0	
12. Licensing and Maintenance Fees	0	25	25	25	25	
13. Other	0	0	0	0	0	
14. Total	0	103	106	108	111	

* Items 1 through 3 are described in *Section I.F. Roles and Responsibilities*.

** Beyond FY 2006 Tempe Municipal Court will consider potential support by AOC should the application become part of a statewide implementation.

*** Licensing and Maintenance Fees are estimates.

C. Total Project Cost

<i>Fiscal Year (\$000)</i>						
<i>Description</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2007</i>	<i>FY 2008</i>	<i>FY 2009</i>	<i>Total</i>
1. Development Costs	873	592	N/A	N/A	N/A	1,465
2. Operating Costs	0	103	106	108	111	428
3. Total Project Costs	873	695	106	108	111	1,893

Note: Overall costs include 1,260,000 that are “fixed” salary costs that would be incurred even if this project were not undertaken.

D. Funding

1. Funding Timeline

<i>Five Year Total (\$000)</i>						
<i>Court</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2007</i>	<i>FY 2008</i>	<i>FY 2009</i>	<i>Total</i>
1. Available Base Funding	623	595	106	108	111	1,543
2. Additional Appropriations	0	0	0	0	0	0
3. Other Funding Source	250	100	0	0	0	350
4. Special Funds	0	0	0	0	0	0
5. Total Funding (*)	973	695	106	108	111	1,893

2. Funding Source

<i>Funding Source (\$000)</i>			
<i>Name of Funding Source</i>	<i>Available Base</i>	<i>New Appropriations Request</i>	<i>Total</i>
1. City of Tempe/Tempe Municipal Court	1,543	0	1,543
2. Commission on Technology	0	250	250
3. Funding Source Total (*)	1,543	250	1,793

(*) Total equals **Section III. C. Total Project Costs**.

Note: The project plan has reserved an additional \$100,000 in FY 06 in the event additional consultant resources are needed. Funding for this has not yet been determined.

Section IV. Risk Assessment

A. Risk Summary

The project risk is scored on a scale of 1 to 5, with 5 being the highest risk.

Category	SCORE	Description
1. Strategic	1	Aligns with Court and Statewide Enterprise Architecture, goals, objectives, policies, standards and IT strategic plan.
Comment: The proposed project aligns with all Enterprise Architecture Standards. The project accomplishes a major strategic plan as articulated in the Tempe Municipal Court's past two IT strategic plans as approved by COT. Upon project completion the application will accommodate business operations, without significant upgrades, for the next three to five years, and beyond. The open architecture will also accommodate a component-based approach to various modules and address numerous interfaces with other agencies.		
2. Management	2	Senior and intermediate management is involved in, and supports, the project. A project team is in place.
Comment: Core business activities are supported by the project. The project has senior management sponsors, including the Tempe Municipal Court's presiding judge, that are committed to project completion and understand the significance of this undertaking. Court management is prepared to commit user time necessary for development, testing, and training. A project team with relevant experience has been formed, however, this is a significant undertaking that uses cutting edge technology and involves careful coordination with the Tempe Municipal Court, the City of Tempe IT Department, the Administrative Office of the Courts, and various contractors. As such, it is anticipated that there will be a "shared" management approach to the project and this arrangement poses the greatest potential for risk within this category. However, project planning and management practices are in place and the development/management team has been working well together during the initial 60 days of the project.		
3. Operational	3	Adverse effects on current operations are unlikely or contingency plans are in place. Supports Agency Performance Measures.
Comment: Current technical personnel can continue maintenance/support of existing application, which is minimal, while implementing the proposed project concurrently. Another FTE is available to support the existing application which should free other resources to focus on the planned case/financial management system development. A user acceptance-testing plan has not been devised at this point, but such an approach is essential to a successful outcome. The project's full effect on current operations has been assessed and it is anticipated that there will potentially be a significant impact to operations in that many supervisory personnel and some line staff will be called upon to map the user interface with technical personnel, test various components of the application, and design more than 195 forms (many of which are in English and Spanish). A disaster recovery plan or contingency plan has yet to be devised in the event of project failure or delayed implementation, which does translate to additional risk. Such a possibility is mitigated by the fact that the proposed project affects only one location. This is no small measure of comfort for the Tempe Municipal Court, which is assuming the greatest level of risk from an operational standpoint. Alternatives to the proposed project are explained in greater detail throughout the Judicial Project Investment Justification.		
4. Scope and Requirements	3	Scope and requirements are, or will be, clearly defined and approved. Effect on business processes has been assessed.

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<p>Comment: An initial project plan and accompanying timeline has been created, however, it is recognized that this plan will undergo modification throughout the duration of the proposed project. It is estimated that the entire project will take from 18-24 months. The project plan is most precise during the initial 60-90 days. The scope and requirements, including various responsibilities, have been drafted in a document that will function as either a Memorandum of Understanding (MOU) or Inter-governmental Agreement (IGA) subject to final review by Tempe's City Attorney's Office. A change management process has been considered, but has yet to be formalized. Technical personnel have not documented all core business processes, however, technical staff is knowledgeable of the Tempe Municipal Court's current application and accompanying business processes. The current application's functionality serves as a baseline for the proposed case/financial management system development, with certain exceptions previously explained in this document. Data conversion tasks have been loosely defined and time has been allocated in the implementation plan. It is acknowledged that additional emphasis will need to be placed in this area, as data conversion will be a significant task.</p>		
5. Technologies Competency	3	Agency has available, or will secure appropriate skills to implement the project. Organizational readiness has been assessed.
<p>Comment: The City of Tempe programmers dedicated to this project have limited requisite programming skills. They are well-versed in COBOL but lack experience in Visual Basic and are now becoming familiar with the .NET environment. Hence, the rationale for obtaining contract programmers with skills in VB.NET and the underlying funding request of 250 K. City of Tempe IT staff does have significant knowledge of the current application, and along with court staff, have mastery of the core business processes. This complex project requires a committed team and is dependant on obtaining contract programming personnel with the requisite skills currently not available in the City of Tempe. Should the project team procure the contract programming personnel with the skill set that is anticipated, that occurrence will lower the rating in this risk category.</p>		
6. Infrastructure Dependencies	3	All key elements are included to fully implement the project. No additional costs are anticipated to deliver benefits.
<p>Comment: The current application's functionality serves as a baseline for the proposed case/financial management system development, with certain exceptions previously explained in this document. Therefore, the Day 1 implementation functionality will be comparable to what is currently available to the Tempe Municipal Court. However, that Day 1 functionality will utilize more robust technologies. Environmental, electrical, and security concerns have been studied preliminarily, but these is much work that remains to be done in this area. Key hardware/software is readily available within project plan constraints and hardware/software items have been budgeted for using funds presently available to the Tempe Municipal Court. Additional funds from the COT for VB.NET programming resources (250 K) are being requested.</p>		
TOTAL RISK SCORE:		15 (lowest possible risk score: 6; highest possible risk score: 30)

<p>General Comments: Based upon the risk scale, Tempe Municipal Court's case/financial management system development can be characterized as being of moderate risk. This project involves a great deal of complexity and hinges on the ability to write VB code in a .NET environment, utilizing a code generator that has the potential to reduce programming time. Unfortunately, there are a limited number of people that have expertise in Visible Developer. To mitigate that concern, the project team is tapping into various resources and partnering with the AOC, which has been using Visible Developer for some time. The addition of a Visible Developer/programmer to the project team is also under serious consideration. VB.NET programmers will be crucial to the project's success in that they will write any code not generated by Visible Developer. This code will tend to be much more complicated and therefore require programmer expertise.</p> <p>The Tempe Municipal Court has shown competency in the development of its existing case management system, in demonstrations that were favorably received by many in the court community. The functionality of</p>
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the current application serves as the baseline for this proposal. Additionally, this project will utilize a “shared” management approach to coordinate efforts between the Tempe Municipal Court, City of Tempe Information Technology Department, the Administrative Office of the Courts, and other contract resources. The various responsibilities of members of the project team are articulated in Sections E and F, of this document.

In an effort to disseminate information regarding progress the project team is committed to providing regular updates to the Commission on Technology, the Technical Advisory Committee, the Court Automation Coordinating Committee, The Committee on Limited Jurisdiction Courts, and the Limited Jurisdiction Court Administrators’ Association.

Appendices

A. Enterprise Architecture Standards – Arizona Code for Judicial Administration 1-505

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 1: Judicial Branch Administration

Chapter 5: Automation

Section 1-505: Enterprise Architecture Standards

A. Definition. “Enterprise architecture” means a set of principles, standards and products consistently applied across the judiciary that guides the development and implementation of information systems and technology infrastructure. The enterprise architecture is a disciplined process that details the enterprise technology strategies and directions and provides technical guidance to managers, systems designers, application developers, and project managers in creating and acquiring information technology products compliant with the long-term technical direction of the Arizona judicial branch.

B. Purpose. This section provides standardization and elimination of redundancy and complexity in technology across the judicial branch. The cross-jurisdictional nature of criminal justice activities supports adopting common architectures to facilitate integration, avoid duplicative infrastructure and control growing complexities of technology by setting enterprise-wide, leveragable, standards for information technology. Further, there is a lower cost to buy and support a limited set of products and standards; the judiciary can leverage both volume discount buying and maintain a less complex environment. Finally, an enterprise architecture assures that courts statewide are creating new systems and migrating old systems through a consistent process. Enterprise architecture is critical because it provides the basis for the integration of information and services at the design level across individual court boundaries. The components or domains of an enterprise architecture standard include but are not limited to the following:

- Applications and application development tools
- Network services
- Integration and data exchange
- Enterprise systems management
- Security and disaster recovery
- Platforms and operating systems
- Data, audio and video formats and management
- Web and e-government services

C. Arizona Judicial Branch Enterprise Architecture Standards. The standards, published on the Commission on Technology (COT) Web site, are adopted and all courts shall comply with the standards except as provided in subsection E below. The current standards will be maintained on the Web site of COT.

D. Existing Systems.

1. Courts operating on systems not in compliance with specific standards on the date they are adopted but which otherwise meet the minimum standards for automation and reporting are not required to replace existing systems. These courts shall migrate to systems in compliance with

the standards when they replace their current systems unless an exception is approved pursuant to subsection (E).

2. Pursuant to plans adopted by COT, courts not in compliance shall participate in mandated statewide automation initiatives with no expectation for state funding.

E. Enterprise Architecture Standards Exception Process. A court may petition for an exception to an enterprise architecture standard due to deficiencies in an adopted one. The petitioning court shall prepare a functional needs justification and perform a business analysis of both the state and local costs. Applications for exceptions shall be processed as follows:

1. The court shall submit its justification and analysis to The Technical Advisory Council (TAC), a subcommittee of COT, in a format TAC prescribes.
2. TAC shall review the court submitted documentation and develop a recommendation, and the recommendation will be forwarded to COT.
3. COT shall review the court submitted documentation and TAC recommendation. It will develop a recommendation which shall be forwarded to the chief justice for consideration.
4. The chief justice shall determine whether to approve an exception to the existing standard or adopt a new standard.

F. Automation Funding. The administrative office shall fund court automation and technology projects that comply with the enterprise architecture standards, as they are refined and modified over time, if funds are available. For court automation projects or initiatives that are not in compliance with the standards, courts will have to seek local funds unless state funds are granted.

G. Annual Information Technology Strategic Plan. The three year information technology strategic plan submitted annually to COT for review and approval shall include a reference to standards incorporated in automation and technology projects as well as any deviations from them.

H. Review. TAC shall review the enterprise architecture standards at least once every two years and recommend updates, as needed, to COT. A court may request a review and reevaluation of specific items at any time. The recommendation shall include a justification for the new or updated standard in a format specified by TAC. COT shall develop a recommendation which will be forwarded to the chief justice and the chief justice shall determine whether to approve the adoption of a new enterprise architecture standard.

Adopted by Administrative Order 2004-18 effective March 18, 2004.

B. Gantt Chart, Project Management Timeline

1. Gantt Chart
2. Project Plan